

IDHW, Division of Behavioral Health Staff

Assign Roles for Staff Members in WITS based on their Job Requirements

Clinical Supervisor	Clinical Staff	Administrative Staff	Medical Staff
Client Diagnosis Clinical Supervisor Dispensary Inventory (Read-Only) Dispensary Ordering (Read-Only) Dispense Medications (Read-Only) Health Information Management Manage Staff Schedules PS Court (Full Access) Release to Billing	Client Diagnosis Clinical (Full Access) Dispensary Inventory (Read-Only) Dispensary Ordering (Read-Only) Dispense Medications (Read-Only) Health Information Management Manage Staff Schedules (Read-Only) PS Court (Full Access) Release to Billing	Admission (Full Access) Agency Waitlist (Full Access) Client Profile (Full Access) Clinical (Read-Only) Consent (Full Access) Discharge (Full Access) Intake (Full Access) Manage Staff Schedules Non-Treatment Team Access Notes (Full Access) PS Court (Read-Only) Vendor Management Vendor Payment	Client Diagnosis Clinical (Full Access) Dispensary Inventory (Full Access) Dispensary Ordering (Full Access) Dispense Medications (Full Access) Manage Staff Schedules (Read-Only) PS Court (Read-Only) Release to Billing
Intern	Optional Permissions	Resources	
Clinical (Full Access) Dispensary Inventory (Read-Only) Dispensary Ordering (Read-Only) Dispense Medications (Read-Only) Health Information Management Manage Staff Schedules (Read-Only) PS Court (Full Access) Release to Billing	Clinical Dashboard Oversight Health Information Management Other restricted permissions may be requested on the support ticket (see below).	WITS Website: www.wits.idaho.gov WITS Help Desk: Phone: (208) 332-7316 or toll-free 1-844-726-7493 Hours: Mon.-Fri., 8am-5pm (MT) Email: dbhwitshd@dhw.idaho.gov	

WITS Administrator approval is required for restricted permissions.

Additional Job Function Roles	Notes for RWA	Required Information to be put in a Support Ticket DESCRIPTION Field
Oversight (Read/Write)		Add Oversight (Read/Write) permission for [staff member's name] to Region [specify region numbers or ALL]. Include a justification for the request.
Oversight (Read-Only)		Add Oversight (Read-Only) permission for [staff member's name] to Region [specify region numbers or ALL]. Include a justification for the request.
Client Voucher (Sign Off)	This permission cannot be granted if the staff member has either the Vendor Management or Vendor Payment permission.	Add Client Voucher (Sign Off) permission for [staff member's name].
eCAFAS	The required qualification must be entered on the Staff Qualifications screen of the staff member's Profile prior to submitting this request.	Add eCAFAS access for [staff member's name]. The required qualification has been added to their staff account.
ePECFAS	The required qualification must be entered on the Staff Qualifications screen of the staff member's Profile prior to submitting this request.	Add ePECFAS access for [staff member's name]. The required qualification has been added to their staff account.
SSRS Agency Reader		Add SSRS Agency Reader permission for [staff member's name] and include a justification.
SSRS Agency User		Add SSRS Agency User permission for [staff member's name] and include a justification.
Vendor Management	This permission cannot be granted if the staff member has the Client Voucher (Sign Off) permission.	Add Vendor Management permission for [staff member's name].
Vendor Payment	This permission cannot be granted if the staff member has the Client Voucher (Sign Off) permission.	Add Vendor Payment permission for [staff member's name].